

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

March 20, 2008

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TITLE:	Vocational Rehabilitation Field Services Bureau Chief
POSITION NO:	51001
LOCATION:	Disability Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$49,502 - \$61,878 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, April 3, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at the time of application. Work hours may exceed 8 hrs/day. Travel maybe required (20%).

TYPICAL DUTIES: This position provides leadership in policy and oversight for the Vocational Rehabilitation (VR) Field Services Bureau. This position is responsible for the supervision and management of all vocational rehabilitation field activities; including those with Montana Blind/Low Vision Program (BLVS). This is an upper level management position and is responsible for planning, organizing, directing, supervising, evaluating and managing a variety of Bureau activities in 11 field offices across the state. This program operates under a complex body of state/federal regulations which govern the expenditures of both state and federal funding and works with over 2000 vendors across the state, serving over 8000 eligible individuals with disabilities each year. This position directly or indirectly supervises approximately 80 personnel who provide a variety of services to eligible individuals to help them prepare for and engage in gainful employment. Specific duties include developing and assigning goals and objectives; providing oversight for agency due process; implementation of administrative rules, the rule making process, and development

of policies/procedures pertinent to VR program; training of VR staff; and formulating, planning, development, researching and analyzing data.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of the state/federal vocational rehabilitation program regulations and law; and principles, methods and theories of the vocational rehabilitation process.

Skills: Skill in written and oral communication; public relations; leadership; and supervising including performance evaluation and general management concepts/procedures.

Abilities: Ability to analyze systems, identify problems and recommend solutions; plan and organize projects; develop work goals and implement bureau objectives; speak effectively before large audiences in a variety of situations, including confrontational or delicate situations; facilitate groups with potentially opposing objectives to reach consensus on challenging issues; work effectively with professionals and managers; direct and evaluate employees; and establish and maintain effective working relationships with peers, other agencies, community rehabilitation program staff, other professionals, legislators, consumers and the general public.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in a human services, management, public administration, special education, psychology, guidance and counseling, or communications field **AND** five years of progressively responsible experience in public Vocational Rehabilitation (VR), which includes two years of administrative and supervisory experience **OR** Master's degree in Rehabilitation Counseling **AND** four years of progressively responsible experience in public VR, which includes two years of administrative and supervisory experience. Certified Rehabilitation Counselor (CRC) is highly preferred. Equivalent combinations of education and experience will be considered. Basics of Management/Essentials of Management or equivalent supervisor training may also be considered in lieu of the supervisory experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment

Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Resume.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

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